



# CITY OF SAN ANTONIO

P. O. BOX 839966  
SAN ANTONIO TEXAS 78283-3966

**TO: ALL LICENSE HOLDERS THAT SECURE PERMITS THROUGH THE  
DEVELOPMENT SERVICES DEPARTMENT**

**RE: UPDATING LICENSE HOLDER INFORMATION**

This is an official notice to all license holders that secure permits through the Development Services Department to perform work in the City of San Antonio. The City is presently in the process of updating our land development software to Hansen Information Technologies CDR module. In the process of migrating the existing data to the new software system we are requesting that you update and confirm your authorized personnel to secure permits, business mailing address, office phone number, fax phone number, cell phone number (optional), business e-mail address (optional), personal mailing address (optional), and personal phone number (optional). The “authorized personnel to secure permits” is of particular importance to insure permits are not issued to individuals without the license holders written authorization. The updating of phone numbers and mailing addresses allows the Department to properly notify license holders of announcements. Please submit in writing, signed by the license holder, the above listed necessary information to properly update your licensing record. Please submit this written information to the license clerk at the below listed address.

City of San Antonio  
Development Services Department  
P. O. Box 839966  
San Antonio, TX 78283-3966  
Attn: License clerk

Any questions pertaining to this matter may be directed to Ruben San Miguel, License Clerk at 207-8235.

Development Services Department  
March 3, 2003